

# Retention and Classification Report

**Agency:** Snowville (Utah) (1105)

Snowville Town Hall  
20 West Main, P.O. Box 734  
Snowville, UT 84336  
435-872-8501

**Records Officer** Tammie Morgan

17606	Annual financial reports
17605	Financial audit reports
17607	*Snowville Land & Water Company minutes
17602	Town minutes

**AGENCY:** Snowville (Utah)

**SERIES:** 17606

3

**TITLE:** Annual financial reports

**DATES:** 1963-1971; 1988-1995

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

**AUTHORIZED:** 05/03/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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**AGENCY:** Snowville (Utah)

**SERIES:** 17606

**TITLE:** Annual financial reports

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Snowville (Utah)

**SERIES:** 17605

3

**TITLE:** Financial audit reports

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 05/03/1996

**FORMAT MANAGEMENT:**

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**AGENCY:** Snowville (Utah)

**SERIES:** 17605

**TITLE:** Financial audit reports

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Snowville (Utah)

**SERIES:** 17607

3

**TITLE:** Snowville Land & Water Company minutes

**DATES:** 1950-1969.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 13.

**AUTHORIZED:** 05/07/1996

**FORMAT MANAGEMENT:**

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**AGENCY:** Snowville (Utah)

**SERIES:** 17607

**TITLE:** Snowville Land & Water Company minutes

(continued)

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**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Snowville (Utah)

**SERIES:** 17602

3

**TITLE:** Town minutes

**DATES:** 1940-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Snowville (Utah)

**SERIES:** 17602

**TITLE:** Town minutes

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public